



MEMORANDUM
TOWN OF PONCE INLET-PUBLIC WORKS DEPARTMENT

*THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND
FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE
INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR*

To: Jeaneen Witt, Town Manager
From: Jeff Miller, General Manager of Public Works
Date: February 1, 2022
Subject: Public Works Department Monthly Report for January 2022

I. GENERAL

<u>Description</u>	<u>Qty/Month</u>
FP&L Street Light Outage Reports	0
New Meter Installations	8
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	31
Utility Locates Completed	65
Water Breaks	0
Work Orders	9

II. PROJECTS

1. DAVIES PARK – Restroom Renovation as part of the Park Project Grant
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN WIDE - Hydrant Flushing - *Continuous*
4. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
5. TOWN WIDE – Locating/Repairing Trip Hazards on the Sidewalks - *Continuous*
6. TOWN WIDE – Vacuuming to Clear Storm Drains – *Continuous*
7. TOWN WIDE – Tree trimming using a Mobile Elevated Work Platform
8. TOWN HALL – Completion of walkover between Town Hall and Police Department
9. WATER - Water Quality Testing– *Continuous*
10. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 19,659,000 gallons*
2. Water Consumption for the month – *Average Daily Use: 634,000 gallons*

VI. PARKS

Routine Maintenance: Pressure Washing, Painting, Tree Trimming, Brush & Debris Removal, Brazilian Pepper Tree Removal, Fire Ant Treatment, Clean & Sanitize Water Fountains, Clean & Sanitize Restrooms, Empty Trash Receptacles, Empty Dog Waste Stations, Stock Supplies, Clean Light Fixtures, Lubricate Doors & Lock Mechanisms, Remove Spider Webs, Remove Bee/Wasp/Hornet Nests and Perform Sign Maintenance in the following parks:

1. **BOAT RAMP** – 4961 S. Peninsula
2. **DAVIES LIGHTHOUSE PARK** – 4931 S. Peninsula Drive
3. **ELBER'S SUNSET PARK** – Front Street
4. **HAPPY TAILS DOG PARK** – 4700 S. Peninsula Drive
5. **HISTORIC MUSEUM** – 143 Beach Street
6. **MEYER-DAVIS HOUSE & POST OFFICE** – 143 Beach Street
7. **OLD CARRIAGE PARK** – 102 Old Carriage Road
8. **POLLARD PARK** – 4680 S. Peninsula Drive (at the Fire Station)
9. **PONCE PRESERVE** – 4401 S. Peninsula Drive
10. **TIMUCUAN OAKS** – 4550 S. Peninsula Drive
11. **WILBUR BAY WETLANDS** – 4324 S. Peninsula Drive

VIII. REGULAR MONTHLY TASKS

1. ADMIN - Review Water Reads (2x / month)
2. ADMIN - Review & Input Payroll (Bi-weekly)
3. ADMIN - Prepare Accts Payable Requisitions and Purchase Orders (Weekly)
4. ADMIN - Prepare Public Works Monthly Status Report
5. ADMIN - Prepare Monthly Fuel Consumption Reports & Fuel Off Road Totals Report
6. ADMIN – Prepare/Close-out Service Orders for Meter re-reads and suspected issues, etc
7. ADMIN - Maintain Fuel System; New Users/Updates/Modifications; Vehicle Database
8. ADMIN – Research Quotes & Coordinate Vendor Meetings
9. ADMIN - Maintain Records for Backflow Prevention Device Testing of all Commercial, Multi Family & Government Facilities Town-Wide
10. ADMIN – Prepare Work Orders for Additional Pick-ups of Residential Waste, Large Items and Recycling with Waste Pro and Maintain Recycle Bin Inventory
11. ADMIN - Work with Code Enforcement to resolve issues of blocked access to meter boxes, as well as delinquent backflow devices
12. ADMIN - Coordinate Maintenance on Public Works Vehicles and keep Records
13. ADMIN - Deal with resident complaints and concerns, and follow through with solutions where possible
14. ADMIN - Coordinate and schedule employees for upcoming training courses.
15. ADMIN - Coordinate Licensing and Certifications of employees with H.R.
16. ADMIN - Input and Follow-through on Town Staff Work Orders as needed
17. ADMIN - Coordinate with the Volusia County Health Department during Water Breaks and Boil Water Notices
18. ADMIN – Maintain FDEP Regulations and run NPDES Ads/Notices as required
19. WATER - Obtain Monthly Water Samples & Send to City of Port Orange for Processing
20. WATER - Obtain Monthly Sample Results, Mail Originals to Volusia County Health Dept
21. WATER - Read Water Meters (2x / month)
22. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
23. WATER – Replace Sensors and Touch pads as-needed
24. WATER- Test and prepare mandated reports for Backflow Devices (Annually/As-needed)
25. MAINTENANCE TECHS – Prepare designated areas for Events
26. MAINTENANCE TECHS - Check Stormwater Drains and perform evacuations regularly
27. MAINTENANCE TECHS - Town wide - pick up Storm Debris
28. MAINTENANCE TECHS - Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains)
29. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
30. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
31. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations
32. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes

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- 33. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism, and theft)
- 34. MAINTENANCE TECHS - Deliver Recycle Bins
- 35. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
- 36. MAINTENANCE TECHS - Equipment Repairs & Maintenance
- 37. MAINTENANCE TECHS – M-F Daily Disinfecting of all Town Public Parks & Areas
- 38. JANITORIAL - Inventory and Replacement of Janitorial Supplies
- 39. JANITORIAL – M-F Daily Cleaning and Disinfecting of all Town Buildings
- 40. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance incl Irrigation Systems
- 41. TH/PD/FD/PW – Routine Generator Maintenance

IX. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous Miles	Miles/Month
3901	Jeff Miller	36,428	35,357	1,071
3902	Randy Stewart	43,372	43,035	337
3903	Hank Baker	58,587	58,224	363
3904	Eric Ruiz	2,568	2,293	275
3905	Tyler Blewitt	43,303	42,861	442
3906	Steve Dunlap	14,378	13,777	601
3908	Jeff Jowers	53,299	52,826	473
3915	Dump Truck	44,208	44,136	72

Prepared & Submitted By:
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For:
Jeff Miller, General Manager Public Works